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Moderator Training

Overview

- Conference Creator
- Presentation Rights
- Microphone Etiquette

Conference Creator

- Can take control at any time
  - Gain presentation rights
  - Mute one or all
  - Disconnect a site
  - Lock the conference
  - End the conference

Presentation Rights

- Can ultimately be controlled by the conference creator
- Presenter has control of the presentation
- Presenter locks the skins
- Presenter controls the microphone
- Presenter can grant rights to other participants

Microphone Etiquette

- Typically mute all, then request the mic
- Can use other combinations of muting and releasing
- Watch out for background noise, keyboard noise, side conversations and other distractions